

W-2 PROGRAM GUARANTEES

The W-2 and Related Programs Contract must be administered in accordance with all applicable laws, codes, policies and procedures. You must place an initial in the box in each column designated for the W-2 Contract Agency type(s) for which you are submitting a proposal(s). By placing initials in the boxes and signing this form, you are agreeing that you will comply with all applicable laws, codes, policies and procedures of which you receive notice, including, but not limited to, those found in the following documents:

Wisconsin Statutes
 Wisconsin Administrative Code
 W-2 Manual
 CARES Guide
 Operations Memos

Administrator's Memos
 Income Maintenance Manual (IMM)
 Child Care Manual
 Other written departmental guidance

In addition, W-2 Contract Agencies must have written procedures available for review by the Department upon request.

		W-2 Contract Agency Type			
		BOS	CMA	JDPA	SSI Advocacy Agency
1.	Operate during hours and days that accommodate the needs of participants and their families, including working families who need to access services on weekday evenings and weekends.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Ensure entry of adequate assessment documentation in CARES and any other work program information system designated by DWD.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Enter sufficient information for each W-2 participant, including relevant case notes, to document the Agency's actions and decisions for each W-2 participant in CARES and any other work program information system designated by DWD.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Provide a smooth and logical flow of services in a readily accessible and customer friendly manner to participants in W-2 and Related Programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Ensure that activities assigned to W-2 participants include reasonable accommodations based on the needs of participants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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6.	<p>Ensure that your agency has controls in place to eliminate inappropriate sanctioning, including, but not limited to:</p> <ul style="list-style-type: none"> Increasing awareness of diversity issues among your W-2 Contract Agency staff; Within your W-2 Contract Agency, developing procedures to implement uniformly all W-2 policies, paying particular attention to discretionary W-2 policies such as good cause; Ensuring that necessary accommodations are in place for participants with health conditions (or children with disabilities); and Attending appropriate trainings related to sanctioning as developed by the DWS training section. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	The W-2 Contract Agency guarantees that it will comply with customer service requirements. (<i>Administrator's Memo 99-12</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Ensure that all services provided to W-2 participants are provided by qualified and competent staff that have successfully completed appropriate training and/or certification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Ensure that the qualified assessing agency provides an individual written evaluation plan that the W-2 Contract Agency worker can use to adapt W-2 activities to accommodate the needs of the participant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Establish procedures for notifying W-2 applicants and participants annually of the income and tax advantages of federal and State Earned Income Tax Credits, the Federal Advanced Earned Income Tax Credit, the Child Tax Credit, and the State Homestead Credit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Within 60 days of the signing this contract, establish a Community Steering Committee (CSC) . (<i>CSC Operations Guide; Wis. Stats. 49.143(2)(a); Administrative Code DWD 12.05</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	The W-2 Contract Agency guarantees that participants in Trial Job, Community Service Job (CSJ), W-2 Transition (W-2 T) placements and FSET are covered by worker's compensation insurance as required by the State and any other insurance deemed necessary by this organization. It is understood that worker's compensation insurance for Trial Jobs is the responsibility of the employer but must be verified with each Trial Job employer. Also, any subcontractor must carry necessary insurance coverage if it is	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	providing any of the above services.				
13.	Establish and maintain uniform support procedures for upholding W-2 participants' civil rights . (<i>W-2 Manual, Chapter 2 and Appendix II; Wis. Stats. 49.143; Administrator's Memo 04-02</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Comply with all DWS training requirements for new and on-going W-2 staff. This includes monitoring the DWS Partner Training website and ensuring that staff are updated at least every two weeks with W-2 program information and CARES training contained on the website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Ensure all W-2 participants are assessed and referred when necessary to local adult literacy service providers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Provide at least twelve (12) months of services to participants placed in Case Management Follow-up (CMF) .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
17.	Establish and manage uniform procedures for timely processing, monitoring, and case management of W-2 time limits and W-2 time limit extensions , including consistent extension determinations.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>
18.	Establish and manage uniform process and procedures for meeting Learnfare requirements with special emphasis on informing W-2 participants of Learnfare requirements, developing a Learnfare case management plans as needed, and performing periodic reviews/updates of these plans. (<i>Wis. Stats. 49.26; Administrative Code DWD 12.25</i>)	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>
19.	Establish and manage uniform process and procedures for providing Emergency Assistance (EA) grants to eligible W-2 families, including promptly determining eligibility for assistance and entering and tracking EA grant approval and denial information in the DWD Emergency Assistance Tracking System (EATS) and CORE. (<i>Wis. Stats. 49.138; W-2 Manual, Chapter 17</i>)	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>
20.	Establish and manage uniform procedures for processing benefit overpayment recovery claims, including W-2, Job Access Loan, and child care overpayments. Including timely processing of overpayments and ensuring that related CARES benefit recovery screens are updated.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>

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21.	Within 30 days of signing this contract, submit to the DWD Contract Manager for review and approval by State fraud program staff, a Fraud Prevention and Detection Plan that establishes a plan for managing uniform procedures for fraud prevention and detection, including but not limited to ensuring adequate fraud staffing that will coordinate agency Front End Verifications (FEV); investigation and processing of suspected fraud and IPV determinations, reporting actions in CARES and other related fraud prevention and detection actions. (<i>W-2 Manual, Chapter 4; IMM</i>)	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>
22.	Establish a Children Services Network (CSN). (<i>Wis. Stats. 49.143(2)(b)</i>)	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>
23.	Ensure that W-2 applicants are adequately informed about child care subsidies, are promptly assessed for child care eligibility, have eligibility determined promptly, are promptly referred to a local child care administering agency, have child care contingency plans and that the local Community Steering Committee (CSC) reviews and provides assistance on how to improve child care services such as identifying or creating LEP, weekend, late shift, sick and disabled child care.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>
24.	Ensure that W-2 applicants are promptly informed about available transportation assistance options. Agencies must also work with the CSC and local government, business, and other community members as appropriate to improve public and other types of transportation assistance for W-2 and other working families, including transportation support for child care and non-day shift workers.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>
25.	Offer W-2 participants who are leaving a W-2 payment position assistance in developing a Supportive Services Plan to help the individual address family and work related needs, connect with the CSN and other assistance information networks, and obtain eligibility information and/or referrals for FS, MA, and Child Care assistance.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>
26.	Conduct a Participant Service Review prior to closing a case or denying a time limit extension.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>
27.	Have at least one Child Welfare Liaison per service location specializing in coordination between the W-2 Contract Agency and the local child welfare agency.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>
28.	Establish and manage uniform procedures for providing Job Access Loans to W-2 participants with special consideration for prompt eligibility determination and payment and compliance with requirements to record payments in the CARES and CORE.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

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29.	Establish and manage uniform processes and procedures for providing emergency payments to eligible W-2T, CSJ, or Custodial Parent of an Infant (CMC) participants experiencing extreme hardship while awaiting their first payment.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
30.	Provide the Benefits and Services Offered At Wisconsin Works (W-2) Agencies brochure (DES 11890-P) to all individuals that ask for assistance. This brochure is available via the DWD forms repository.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
31.	Inform Non-Custodial Parents (NCPs) of available W-2 program, FSET, FS, WIA, MA, Children First, and other program eligibility, including how to apply for services and benefits. This includes providing outreach assistance to these individuals to support NCPs being financially able to provide and/or maintain pay child support.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
32.	Conduct appropriate informal and formal assessments prior to placing an applicant in or moving a participant between W-2 employment positions.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
33.	End the Custodial Parent of an Infant (CMC) placement when the child reaches twelve (12) weeks of age and prorate the W-2 payment if the placement ends prior to the end of the participation period.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
34.	Assess CMC participants prior to the end of the CMC placement to determine the need for ongoing W-2 services.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
35.	Within 90 days of the date on the Notice of Intent to Award Contract letter, the JDPA and the CMA agencies for each Milwaukee W-2 region will jointly present to the Department an agreement that lays out, in detail, a plan for coordination of job seeker services including: <ol style="list-style-type: none"> 1. Jointly reviewing and interpreting career assessments, 2. Developing (and adjusting as needed) employability plans, 3. Providing appropriate job search and supportive services, 4. Documenting case management information in case files and in CARES, 5. Process for resolving agency disputes over whether a W-2 participant is appropriate for JDPA services and other types of disputes that may arise between the JDPA and the CMA agencies. The Department reserves the right to require changes to the agreement before approving it.	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A
36.	Within 60 days of the date on the Notice of Intent to Award Contract letter, the JDPA and	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A

		W-2 Contract Agency Type			
		BOS	CMA	JDPA	SSI Advocacy Agency
	CMA agencies for each Milwaukee W-2 Region will jointly present to the Department a plan for establishing and maintaining a Community Steering Committee (CSC) that meets the requirements laid out in Wisconsin State Statutes, s. 49.143 (2)(a), the W-2 Manual and the CSC Operations Guide. The Department reserves the right to require changes to the plan before approving it.				
37.	Within 60 days of the date on the Notice of Intent to Award Contract letter, the JDPA and CMA agencies for each Milwaukee W-2 Region will jointly present to the Department a plan for establishing and maintaining a Children's Services Network (CSN) that meets the requirements laid out in Wisconsin Statutes and the W-2 Manual. The Department reserves the right to require changes to the plan before approving it. (<i>Wis. Stats. 49.143 (2)(b)</i>)	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A
38.	Have at least one W-2 Contract Agency Worker who will carry a specialized caseload of families involved with the child welfare system.	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>
39.	Refer W-2 participants needing AODA and mental health assessments; treatment and counseling; domestic violence services, vocational assessments and other identified services to the preferred providers selected by the Department of Workforce Development and contained within the Preferred Provider Registry and will allow participants to choose between providers. When the CMA and the Bureau of Milwaukee Child Welfare (BMCW) are serving families in common, these types of services must be coordinated in order to avoid duplication.	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>
40.	Use aggregated education and training policy (described in W-2 Manual, Section 8.2.1 and 8.2.2) to allow CSJ participants access to short-term customized skills training.	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
41.	A JDPA case manager will be assigned to each job seeker and will be the primary JDPA contact for that individual. The JDPA case manager will have, at a minimum, weekly contact with each individual assigned to a work experience CSJ, a Trial Job or a CMS (Case Management for Job Ready Individuals) placement.	N/A	N/A	<input type="checkbox"/>	N/A
42.	The JDPA guarantees that when W-2 participant disputes arise that involve an action taken by the JDPA, the agency will cooperate in any Fact Finding reviews and present evidence upon request by the CMA.	N/A	N/A	<input type="checkbox"/>	N/A
43.	Within 60 days of the date on the Notice of Intent to Award Contract letter, the W-2 Contract Agency will have a written plan and agreement with the local child welfare agency that will describe the sharing of information, joint assessments and planning, the	<input type="checkbox"/>	N/A	N/A	N/A

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	coordination of services, and roles and responsibilities of each agency.				
44.	Maintain meaningful monthly contact (at least) with all W-2 participants throughout his or her participation in W-2 to review and update participant activities, and determine the need for child care, transportation and/or other supportive services.	<input type="checkbox"/>	N/A	N/A	<input type="checkbox"/>
45.	The W-2 CMA FEP and the JDPA will meet routinely with W-2 participants being managed by both agencies and routinely with each other in the absence of W-2 participants in order to assess participants' progress, adjust Employability Plans, update assigned activities and determine need for ongoing supportive services.	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A
46.	The CMA, JDPA and SSI Advocacy Agency must work cooperatively with the DWD Ombudsman. Working cooperatively includes, but is not limited to: <ul style="list-style-type: none"> • Promptly making case files available; • Allowing accessibility to agency staff for interview purposes; and • Other reasonable requests by the DWD Ombudsman. 	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I understand that the guarantees shown above will be incorporated into any W-2 and related programs contract that is awarded to my organization.

Proposer Agency Director Name or Designee (If designee, attach Designee Authorization)	
Signature	Date of Signature